

The Contacts Mode is the easy way to organize, store, and manage all your business and personal contact data. Fields are provided for name, address, phone number, fax number, e-mail address, and more. Business data is grouped under company name, so you have instant at-a-glance access to information on everyone who works for the same company.

The Phone Book lets you manage your mobile phone's main memory data or SIM card data.

Entering the Contacts Mode

You can use any one of the three following methods to enter the Contacts Mode. The method you use determines what appears on the screen first.

To enter the Contacts Mode from the icon menu

Tap the **Contacts** icon below the PV Unit screen to enter the Contacts Mode. This displays the list screen of the data items contained in the category that was on the display when you last exited the Contacts Mode.

To enter the Contacts Mode from the Action Menu

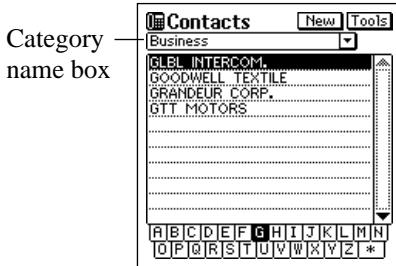
1. Press the **Action** control to turn on PV Unit power.
2. Rotate **Action** control to highlight the Contacts Mode list you want.
 - You can select **Latest calls**, **Business**, or **Personal**.
3. Press the **Action** control to display the list you selected.

To enter the Contacts Mode from the Mode Menu using the stylus

1. On the icon menu beneath the PV Unit display screen, tap **Menu** to display the on-screen icon menu.
2. Tap **Contacts**.
 - This displays the list screen of the data items contained in the category that was on the display when you last exited the Contacts Mode.

Changing the Display Category

1. Display a Contacts list screen.



- Note that you can change the display category only from a Contacts list screen.
2. Tap the ▼ arrow to the right of the category name box to open a list of categories, and tap the one you want to select.

Category Name	List Contents
Latest calls	Last 16 Contacts data items whose data screens you opened. See “Latest Calls List” below for details.
All	All Contacts data, regardless of category
Business	Company names of Contacts data stored under the Business category. Selecting a company name displays a list of employees and their business phone numbers.
Personal	Personal names and home phone numbers of Contacts data stored under the Personal category
Untitled 1 - 3	Free 1 and Free 2 fields of Contacts data stored under the applicable Untitled category
Phone Book (Phone)	Contacts data for the memory of your mobile phone.
Phone Book (SIM)	Contacts data for a SIM card used on your mobile phone.

- The above describes the default list screen contents. You can change the contents of the Personal, Untitled and Phone Book category lists, and of the employee list that appears when you select a company name from the Business category list. See “Changing Contacts List Screen Contents” on page 55 for details.

Latest Calls List

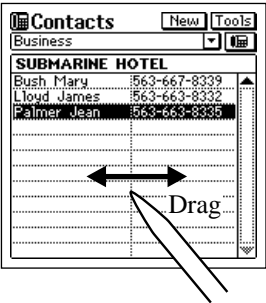
Selecting an item in the Contacts list screen and then changing to the item’s data screen causes that item to be added to the Latest calls list. An item is not added to the Latest calls list if you scroll to its data screen from another data screen.

Note

- The contents of the Latest calls list are cleared whenever you perform a data synchronization operation with your computer, when you delete all the data items in a category, or when you delete all data items.

Resizing Contacts List Screen Columns

You can use the stylus to drag the separator line on a list screen left and right to change the relative sizes of the columns.



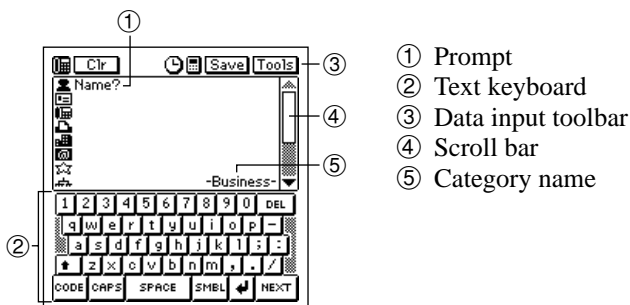
Inputting New Contacts Data

The following procedure shows how to input new Business category data. Data input procedures for Personal, Untitled, and Phone Book category data is identical.

1. While a Contacts Mode list or data screen is on the display, tap the **New** button.



2. Tap the category where you want to input the data.
 - In this example, tap **Business**.



3. Input the name of the person. Business, Personal and Phone Book data is sorted automatically by name, so it is a good idea to input the last name first.
 - Note that you must input Name data for a Personal Item, Name and Company data for a Business item, Name and Mobile data for a Phone Book item, and data for the first entry (field) of an Untitled item. The PV Unit will refuse to store the item when you tap **Save** below if it does not contain the minimum required data.

- 4. Tap the other fields on the screen and input the data you want.
- 5. After you finish inputting all the data that you want, tap **Save** to store it.

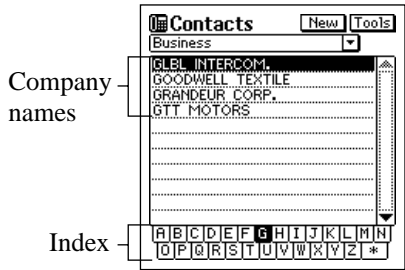


Viewing Contacts Data

Use one of the following procedures to view the Contacts data you want.

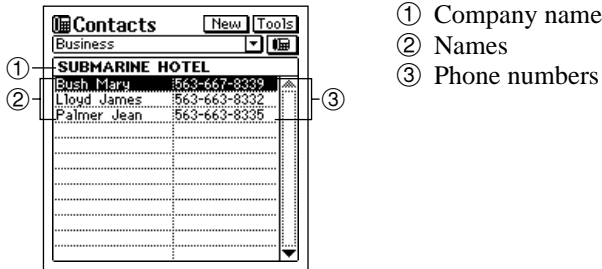
To view Business data

- 1. In a Contacts list screen, tap the ▼ arrow to the right of the category name box to open a list of categories.
- 2. Tap **Business** to change to the Business category.



- 3. Rotate the **Action** control to move the highlighting in the index at the bottom of the screen to the letter that starts the name of the company whose data you want to view.

- Double-tap the name of a company to display a list screen (name and business phone number) of all entries whose company entry matches the company you selected.



- Rotate the **Action** control to move the highlighting to the name of the person whose data you want to view, and then press the **Action** control to display the data screen for that person.



To view other data

- In a Contacts list screen, tap the ▼ arrow to the right of the category name box to open a list of categories.
- Tap the name of the category (besides **Business**) whose data you want to view.
- Rotate the **Action** control to move the highlighting in the index at the bottom of the screen to the letter that starts the data that appears in the left column of the list screen.
 - The data that appears in the left column depends on the category you selected.
- Double-tap the data item in the list to display its data screen.

Changing Contacts List Screen Contents

You can specify one of the entries (fields) that appears in the list screens of the Personal category, the three Untitled categories and Phone Book categories, and of the employee list screen that appears when you select a company name from the Business category list. The following table shows the entries (fields) in each list screen that are fixed. All others are selectable.

Category	Fixed Entries (Fields)
Business (Employee List)	Name
Personal	Name
Untitled 1-3	Free 1
Phone Book	Name
Latest calls	All entries are fixed.
All	All entries are fixed.
Business (Company List)	All entries are fixed.

- You can make separate settings for each of the three Untitled categories.
- You can make separate settings for each of the two Phone Book categories (Phone and SIM).

To change the contents of a category's list

1. Display the Contacts list of the category whose contents you want to change.
2. Tap the button under the **Tools** button to display a list of entries (fields) that can be displayed in the list.
3. Tap the entry name that you want to display in the list together with the fixed entry.
 - You can specify only one field per list.
 - Tapping an entry name closes the list entry selection screen and displays the list with the entry you selected.

Changing Contacts Input Screen Contents

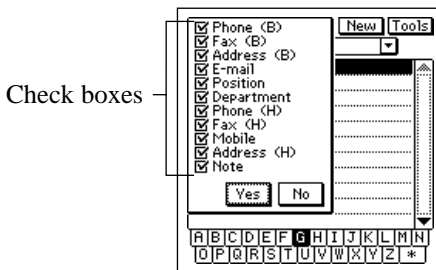
Use the procedure described here to change the contents of the Contacts Mode data input screen for each category. The following table shows the entries (fields) in each input screen that are fixed. All others are selectable.

Category	Fixed Entries (Fields)
Business	Name
	Company
Personal	Name
	Phone (H)
Untitled 1-3	Free 1
	Free 2
Phone Book	Name
	Mobile

- You can make separate settings for each of the three Untitled categories.

To change the contents of a category's input screen

- Display the Contacts list of the category whose input screen's contents you want to change.
- Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Prompt edit** to display a list of entries (fields) that can be displayed in category's input screen.



- The above is the entry selection screen for the Business category.

3. Tap the check box next to an entry to toggle it between checked (display entry) and unchecked (do not display entry).
 - You can check or uncheck any of the displayed entries shown on the screen.
4. After making the settings you want, tap **Yes** to save them and close the entry selection screen.

Managing Untitled Categories and Free Entries

You can use the procedures described here to change the names of each of the three Untitled categories, and the names of the 13 entries (fields) under each of the Untitled categories.

Contacts Categories

There are seven categories in the Contacts Mode: the four preset categories named Business, Personal, Phone Book (Phone), and Phone Book (SIM), and three undefined categories named Untitled 1 through Untitled 3.

The Business, Personal, and Phone Book categories contain the identical entries (fields). The difference between them is the sequence the fields that appear on the display, and how data is sorted.

The Untitled categories contain entries that can be configured by you.

Contacts Field Names

Business	Personal	Phone Book (Phone, SIM)	Untitled 1 - 3
Name*	Name*	Name*	Free 1*
Company*	Phone (H)	Mobile*	Free 2
Phone (B)	Fax (H)	Phone (H)	Free 3
Fax (B)	Mobile	Fax (H)	Free 4
Address (B)	Address (H)	Address (H)	Free 5
E-mail	E-mail	E-mail	Free 6
Position	Company	Company	Free 7
Department	Phone (B)	Phone (B)	Free 8
Phone (H)	Fax (B)	Fax (B)	Free 9
Fax (H)	Position	Position	Free 10
Mobile	Department	Department	Free 11
Address (H)	Address (B)	Address (B)	Free 12
Note	Note	Note	Free 13

* Indicates entries on which data items are sorted.

- (B): Business
- (H): Home

To edit Contacts Untitled category and Free entry names

1. In the Contacts Mode, display the list screen of the Untitled category you want to edit.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Name edit**.
3. Tap the category name or one of the entry names, and make any changes you want. Repeat this step for as many names as you want to change.
 - You can assign category names up to 14 characters long, and entry names up to 10 characters long.
4. After everything is the way you want, tap **Save** to store the data.

Copying Data Items Between Categories

You can use the following procedure to copy data between the Personal, Business, and Phone Book categories. After you copy the data, you can make changes to it and create a new data item.

1. In the Contacts Mode, select the category from which you want to copy data.
 - Select Business, Personal, Phone Book (Phone) or Phone Book (SIM).
2. Select the data item you want to copy.
 - You can select an item by displaying its data screen or by tapping the item on a list screen.
3. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Change data**.



4. Tap the destination of copy.
 - This copies the data and displays the newly created data item.
5. Make any changes in the data you want.
6. After you are finished, tap **Save** to save the copied data as a new data item.

Exchanging Data with a Mobile Phone

The following procedures describe how to export Phone Book (Phone, SIM) category data to a mobile phone and import mobile phone data into the Phone Book category.

- The import and export operations exchange Name and Mobile field data only.

To export a single Phone Book category data item to mobile phone memory

1. In the Contacts Mode, select the **Phone Book (Phone or SIM)** whose data you want to export.
2. Select the item you want to export so it is highlighted.
3. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Send**.



4. Specify **Phone** as the receiver (**Partner**) and **One item** as the export operation type (**Transfer type**), and then tap **Exe**.
 - If you want to export to a SIM card, select **SIM** for **Partner**.
 - This exports the data item to the mobile phone and add it to existing mobile phone data.
 - You can cancel the export operation by tapping **Esc**.
 - You can export up to 25 characters per data item.
 - Characters in a **Name** field that are not supported by the phone to which a message is sent are replaced by other characters or spaces.
 - The above operation exports only the following characters from the **Mobile** field: numbers, w, x, +, *, #, ?.

To export all data from Phone Book (Phone) or Phone Book (SIM) and replace data in mobile phone memory

1. In the Contacts Mode, select the **Phone Book (Phone or SIM)** whose data you want to export.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Send**.
3. Specify **Phone** as the receiver (**Partner**) and **Replace all** as the export operation type (**Transfer type**), and then tap **Exe**.
 - If you want to export to a SIM card, select **SIM** for **Partner**.
4. In response to the confirmation message dialog box that appears, tap **Yes** to export all Phone Book category data and replace the data in phone memory, or **No** to close the dialog box without doing anything.
 - You can cancel the data export operation by tapping **Esc**.
 - You can export up to 25 characters per data item.
 - You can export up to 255 data items at one time.
 - Characters in a **Name** field that are not supported by the phone to which a message is sent are replaced by other characters or spaces.
 - The above operation exports only the following characters from the **Mobile** field: numbers, w, x, +, *, #, ?.

To import a single data item from a mobile phone memory

1. In the Contacts Mode, select the **Phone Book (Phone)** or **Phone Book (SIM)** as the category into which you want to import the data.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Receive**.



3. Specify **Phone** as the sender (**Partner**) and **One item** as the import operation type (**Transfer type**), and then tap **Exe**.
 - If you want to import from a SIM card, select **SIM** for **Partner**.
 - This causes a list of mobile phone data to appear.

You can use the stylus to drag the separator line on a list screen left and right to change the relative sizes of the columns.



4. Select the item you want to import so it is highlighted, and then tap **Exe** on the tool bar to import the selected data item.
 - This imports the data item from the mobile phone and merges it with existing Phone Book data.
 - You can cancel the import operation by tapping **Esc**.
 - You can import up to 25 characters per data item.
 - The above operation imports only the following characters to the **Mobile** field: numbers, w, x, +, *, #, ?.

To import all data in mobile phone memory and replace Phone Book category data

1. In the Contacts Mode, select **Phone Book (Phone)** or **Phone Book (SIM)** as the category into which you want to import the data.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Receive**.
3. Specify **Phone** as the sender (**Partner**) and **Replace all** as the import operation type (**Transfer type**), and then tap **Exe**.
 - If you want to import from a SIM card, select **SIM** for **Partner**.

4. In response to the confirmation message dialog box that appears, tap **Yes** to replace data in the Phone Book category with phone memory data or **No** to close the dialog box without doing anything.
 - You can cancel the data import operation by tapping **Esc**.
 - You can import up to 25 characters per data item.
 - You can import up to 255 data items at one time.
 - The above operation imports only the following characters to the **Mobile** field: numbers, w, x, +, *, #, ?.

Exporting Contacts Data Into a Schedule Item

The following procedure lets you export Contacts data into the description text of a Schedule item, which provides you with handy reference information about the person you are planning to meet.

1. Display the data item (record) you want to export.
2. Tap **New – Appointment**.
3. Input the date, time, alarm time, and any additional description text you want.
4. Tap **Save** to store the item.
 - The applicable entries (fields) of the Contacts item are exported into the Schedule item. See “Importing Contacts Data Into a Schedule Item” on page 33 for details on which entries are exported.
 - Note that Contacts data can be exported to create a new Schedule item only. You cannot use this procedure to export into an existing Schedule item.